



**DEPARTMENT OF THE AIR FORCE  
INTERSERVICE POSTAL TRAINING ACTIVITY  
OL-A, 335<sup>th</sup> Training Squadron  
Ft Jackson, South Carolina**

All students will report to Fort Jackson one day prior to class start date. Call 1-803-782-9802 Ext 75014 and ask for Ms. Barbara Lloyd for room reservation/assignment immediately upon notification of orders/class start date. She can also be reached via email at [Barbara.lloyd@ihg.com](mailto:Barbara.lloyd@ihg.com). Let them know that you fall under the Air Force Detachment at the Interservice Postal School. **We have rooms reserved for you.** **If unsuccessful obtaining room reservations please call the AF Detachment or send us an email so that we can assist you.** Please keep in mind all students will reside on base. AF Students are not authorized to stay in Army dorms.

Upon arrival at the Columbia Metropolitan, Airport, you will acquire commercial transportation via taxi or shuttle and proceed to the IHG Main Lodging Building (Welcome Center) of Fort Jackson Billeting, Bldg. 7550 Benning Road. Request to be placed in billeting on Magruder Ave if you don't have vehicle transportation. This is the billeting closest to the school house within walking distance. The Fort Jackson Military Liaison Office is located within the Columbia Airport baggage claim area for your assistance if needed. Let them know you are TDY to Ft Jackson for Postal School Training, and are Active Duty Air Force.

If you do not have a POV, you can call Capital City Cabs 803-233-8294 or Blue Ribbon Cabs 803-754-8163. These are the only two cab services authorized to proceed onto Fort Jackson.

On the First Day, report to **Bldg 2375 Bragg St.**, Interservice Postal Training Activity, **Room 107** (Air Force Office) for in-processing at 0900 in **ABU's** or **OCP's**. Bring one copy of **orders**, with any amendments (front and back), **profiles and shaving waivers**.

All AF Students who are attending classes must have the following uniforms:

ABUs/OCP's- UOD.

USAF Official PT Gear.

Shaw AFB is 45 minutes away and is the nearest AFB to get uniform items. Shaw AFB Clothing sales has a limited selection. Ft Jackson Clothing Sales **DOES NOT MAINTAIN ANY AIR FORCE UNIFORM ITEMS except OCP's**.

**Normal school hours are:**

**Class Starts: 0830**  
**Lunch: 1200-1300**  
**Class Ends: 1630**

**Class hours may vary due to training and holiday schedules.**

All Air Force Students must have an activated Citi Bank Government Travel Card for lodging.

Transportation requirements for students who are TDY are assigned according to the scheduled graduation date but are not set in stone, as on occasion, classes may graduate early if all academic requirements are met.

Students will ensure TMO/CTO has obtained government funded commercial airline tickets prior to departure and should ensure the ticket can be changed without penalty because of the aforementioned possible early graduation.

During Operational hours of 0800-1630 (Eastern Standard Time) questions may be addressed to MSgt Joshua Boswell or TSgt Kellie Herman at (803) 751-6810 or DSN 734-6810.

**Detachment telephone numbers:**

OL-A Chief, and Senior Air Force Instructor: MSgt Joshua Boswell

Email: [joshua.c.boswell.mil@mail.mil](mailto:joshua.c.boswell.mil@mail.mil)

Comm: (803) 751-6810

DSN: 312-734-6810

Fax Comm: (803) 751-5013

DSN: 312-734-5013

Asst OL-A Chief / Instructor: TSgt Kellie Herman

Email: [kellie.l.herman.mil@mail.mil](mailto:kellie.l.herman.mil@mail.mil)

IPTA school link: <http://www.ags.army.mil/ipa/index.html>